

13. BASIC FUNCTION OF POSITION

Serves as Human Resources Clerk for the Office of Human Resources and performs a variety of clerical and administrative duties in support of the Post's Human Resources programs during Human Resources Assistant's absence

14. MAJOR DUTIES AND RESPONSIBILITIES	<u>% OF TIME</u>
HUMAN RESOURCES TECHNICAL SUPPORT	35%

1. American Program

Will assist with all administrative work for EFMs such as filing and should be familiar with the American Program to help the Human Resources Assistant in charge of the program.

Prepares and distributes the duty officer schedule memo on a weekly basis. Maintains and updates the information from the duty -briefcase. Ensures that all materials and information are available for each officer.

Enters information on new arrived USDH officers in the WebPass PS system. Prepares initial draft of arrival and departure cables.

Will prepare all Diplomatic Notes to send to the Embassy in Quito for final processing.

2. FSN Program

Will be responsible for the data entry into the WebPass application for awards and training for all Consulate staff. Once the information is entered, he/she will be responsible for the filing and sending a copy to the HR Office in Quito

Prepares new employee check in information draft and will be responsible to collect signatures.

Will receive process and file all extra mile awards for locally employed staff.

3. Position Description (PD) support to classification program

Will be responsible to coordinate the preparation and signatures for all the position descriptions and filing both physical and electronically for all EFMs and LES. Once the final PD has all the signatures, incumbent will distribute copies of the signed PD to the supervisor and HR file.

4. Support to Recruitment process

In the case there is a vacancy, incumbent will be responsible to prepare initial draft, get the appropriate approvals, distribute and the publication open vacant positions.

Will review applications and determine if a candidate meet initial requirements of the position. Will review and all candidates with Management Officer.

Responsible for access request, escorting, logistics and proctoring of tests given to applicants that met all initial requirements.

Prepares initial draft for selected and non-selected candidates.

CLERICAL AND ADMINISTRATIVE DUTIES

60%

1. HR Reception

Receives, date stamps, and distributes incoming and outgoing mail and telegrams. Refers inquiries to the Management Officer for specialized or technical matters.

Types and distributes a variety of correspondence, telegrams vacancy announcements, forms, and reports. Copies, scans and/or distributes reports or documents in support but not limited to the following:

1. Recruitment
2. Awards
3. Accreditations
4. EFM files
5. FSN files

2. Subject files

Maintains Human Resources subject files both physical and electronically and assists as necessary with the maintenance of American employee files and locally employed staff/awards and training (FSN/PSC/PSA) files.

Maintains Human Resources intranet site reference materials such as post reports, personnel forms, vacancy announcements Foreign Service Manuals, and current regulatory materials and is responsible to periodically store or eliminate files.

3. Office supplies and administrative request for staff

Requests e-services as required.

4. Post Language Program

Will review English and Spanish language program class reports. Will make sure all students have signed the roster and that the amount charged is the correct one. Will submit the signed report to GSO for final approval.

Will coordinate with the English teacher the class cancellation as well as keeping track of missing classes. Will coordinate along with the Management Officer completion of classes ceremony.

BACK UP DUTIES

5%

Will back up the Management Officer assistant on clerical duties in her absence.

15. REQUIRED QUALIFICATIONS

- a. **Education:** Two years of college studies on business administration, human resources administration, managerial communications, social science, or related fields is required.
- b. **Prior Work Experience:** Two years of experience in secretarial and/or administrative duties, including at least 6 months of HR experience with customer service
- c. **Post Entry Training:** Completion of in house WebPass PS software application training
- d. **Language Proficiency:** Level IV (fluent) written/spoken English and Spanish is required.
- e. **Knowledge:** Must have a good working knowledge of general administrative procedures, post organization, and administrative/secretarial tools.
- f. **Skills and Abilities:** Service oriented interpersonal skills are required to deal tactfully and politely with employees and the public often under difficult and sometimes sensitive circumstances. Ability to type at level II (40 wpm) is required. Strong organizational skills and ability to work independently. Must have good working knowledge of Microsoft computer software (word, excel).

16. POSITION ELEMENTS

- a. **Supervision Received:** Direct supervision is received from the Management Officer.
- b. **Available Guidelines:** 3 FAM, PS Application Instruction Manuals, Correspondence Handbook, Timekeeper's Handbook, TAGS/TERMS Handbook, and Post's FSN/PSC/PSA Handbook.
- c. **Exercise of Judgment:** Exercise of judgment and detailed understanding of personnel organization is required when identifying problems and determining the most expeditious manner to affect corrective action and determining when to refer a case to a higher authority. Also, incumbent must demonstrate good judgment and common sense when dealing with Embassy, Consulate General offices and other diplomatic missions in order to obtain information and services.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Incumbent maintains good working relationships with all levels of employees within the Mission in order to disseminate information and to expeditiously resolve problems and obtain services.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** 3 months.